

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** August 9, 2002
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: **CLEAN UP OF FISCAL YEAR 2002 RI-SAIL DOCUMENTS**

In an attempt to "cleanup" the RISAIL system of what appears to be unnecessary fiscal year 2002 transactions, we have cancelled or will be canceling fiscal 2002 documents that appear/appeared to be erroneous. Please review the following for information regarding what has or will be cancelled and how, if necessary, to recreate/process the transaction(s) in fiscal year 2003.

PAYMENT DOCUMENTS

Fiscal year 2002 payment documents will be cancelled based on the following criteria:

Invoices

- ❖ All documents in 4IRT status with "Invoice Dates" earlier than June 1, 2002.
- ❖ All documents in 4II status with "Invoice Dates" earlier than June 1, 2002.
- ❖ All documents in 4IR status with "Dept Approval Dates" earlier than July 1, 2002.

If you have any valid **Invoice** documents that are in "4II" or "4RT" status and meet the above criteria, please bring the transaction to "4IR" status and forward a printed copy to the Controller's Office for processing.

If you have any valid **Invoice** Documents in "4IR" status and they meet the above criteria, please forward the document (or signed copy-most likely the original document was never received by this office) to the Controller's Office no later than 4:00 pm, August 9, 2002.

Note: Any document processed at this time will be processed as a fiscal year 2003 transaction, regardless of the fiscal year carried to the Invoice from the Purchase Order.

Directs (BSDI, BSPC, BSER)

All 4IR, 4II, and 4IRT with an "Effective Date" earlier than July 1, 2002.

If any of these transactions need to be processed, please resubmit in fiscal year 2003. Documents can be easily recreated by using the Clone feature and changing the Document ID and the Fiscal Year field of the account code.

NON-PAYMENT DOCUMENTS

BSBF

This office canceled all fiscal year 2002 BSBF (Adjustment/Transfer Transactions) and BSID (Interdepartmental Billings) documents that were not in Final Status (4IA). If any of these transactions still need to be processed, please resubmit in fiscal year 2003. Documents can be easily recreated by using the Clone feature and changing the Document ID and the Fiscal Year field of the account code.

BSJE

Fiscal year 2002 BSJE (Receipts) documents not in final status (4IA) were cancelled. Depending on the validity of the transaction, several of them were recreated in fiscal year 2003. Any questions regarding the cancellation and/or the recreation of fiscal year 2002 BSJE documents can be directed to the Treasurer's Office.

Please contact Maureen Fletcher at 222-5067 or via e-mail: at MaureenF@gw.doa.state.ri.us if you have any questions regarding this subject matter.

/hh
CFO: 03-07